

Bristol Select Board  
Meeting Minutes  
September 7, 2023

**Present:** Select Board members: Shaun Lagueux, Scott Sanschagrín, Les Dion, Rob Glassett, Carroll Brown, Jr., and Christina Goodwin, Town Administrator

**Absent:** none

**Others Present for Public Session:** Ben LaRoche, Fire Chief; Ingrid Heidenreich, Personnel Policy Committee Member; Tom Caldwell, Community Member; Daniel Kenney, Paul Bemis, Energy Committee Members; Andrew Hatch, Community Power Coalition Member; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant-remotely.

**Nonpublic Session Per RSA 91-A:3, II (a), (b), (c), and (d)** Ms. Dion made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a), (b), (c,) and (d) the motion was seconded by Mr. Glassett. Roll call vote to enter nonpublic session: Mr. Lagueux, yes; Mr. Glassett, yes; Ms. Dion, yes. The motion passed 3-0-0. Nonpublic session entered at 5:10pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Glassett. Motion was seconded by Ms. Dion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 6:09pm.

**Public Session:** Mr. Lagueux opened the public meeting at 6:14pm by having Ms. Heidenreich lead the Pledge of Allegiance.

**Public and Nonpublic Meeting Minutes:** Mr. Glassett made a motion to accept the public and non-public meeting minutes of August 17, 2023, as written. The motion was seconded by Mr. Sanschagrín. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Brown made a motion to indefinitely seal the nonpublic meeting minutes from the Board's first nonpublic session on September 7, 2023, because it is determined that divulgence of this information would likely affect adversely the reputation of any person other than a member of this Board and render a proposed action ineffective. The motion was seconded by Mr. Glassett. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Consent Agenda and Manifests:** Mr. Sanschagrín made a motion to approve the September 7, 2023, Consent Agenda, and Manifests dated August 24, 2023, August 31, 2023, and September 7, 2023, to include the items named therein, motion seconded by Mr. Glassett. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed. The Consent Agenda is attached to the minutes as an Appendix.

Mr. Lagueux announced the hiring of Chuck Cullen as the Town's Transfer Station Lead Attendant.

**Energy Committee/Power Coalition of New Hampshire Presentation:** Mr. Hatch gave the Board an update on the option of Bristol joining the Community Power Coalition of New Hampshire. He explained

that Community Power is a default electricity provider for residents and businesses. He discussed the Customer Notification and Enrollment Process, Electric Choices, and presented the communities involved with the Power Coalition of New Hampshire. Mr. Hatch discussed the Implementation Process Steps to join the coalition which would involve bringing a plan to Town Meeting and if approved by voters would launch the program.

**Review of Beach Supervisor/Beach Attendant Job Descriptions:** The Board reviewed job descriptions for both the Beach Supervisor and Beach Attendants. They decided to hold off on approving or amending these job descriptions until the October 5, 2023, Select Board meeting where a 2023 Beach Close out will be discussed.

**Personnel Policy Sections 1-14 Update:** Ms. Heidenreich presented to the Board their first review of the first 14 sections of the Personnel Manual. She explained that the Personnel Policy Committee has reviewed these sections with the Department Heads and then the Town's Attorney. Ms. Heidenreich went on to explain that the Attorney put some items back in the policy that the Committee had removed. Some topics discussed for Board input were the addition of Bereavement Leave for full and part time employees, vacation and personal leave updated to Earned Time, the definitions for essential vs non-essential being updated, and adding holiday hours to consideration for time worked but further review may be needed for the consideration of vacation and sick leave. The Board made no decisions on any of the proposed changes but provided general consensus and feedback for the sub-committee to review and bring back.

**Highway Department Tractor Purchase Order:** The Board reviewed and discussed Purchase Order #004805 for the lease of a Holder S75 Sidewalk Tractor and Equipment. This topic was previously discussed with the Board, but the purchase order was not prepared. The lease is a 5-year lease with a yearly cost of \$39,871.46, with a total cost of \$178,252.00. Mr. Glassett made a motion to approve PO #004805 for a Holder S75 Sidewalk Tractor and Equipment for a 5-year lease from Chadwick Baross in the amount of \$178,252.00. The motion was seconded by Ms. Dion. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Review of Visit Bristol Videos:** The Board reviewed and had positive comments regarding the Visit Bristol Videos. They recognized and thanked Mr. Overton for his efforts in getting this project completed.

**Change Order #6 – Electrical Panels for Generator:** Chief LaRoche discussed with the Board the rationale and recommendation that came out of the Public Safety Building Committee's August 24, 2023, meeting. The PSB Committee recommended that the Board approve Change Order #006, which adds Electrical Panels for the Generator in the amount of \$5,157.75. The costs were based on a discussion that was had with the electrician about the old Town of Bristol generator. There were two reasons for this suggestion. First, that it will handle more of the building, then the original plan of using the trailer mounted generator currently at the Fire Station. Second is that it would allow automatic back-up power, versus manual start-up. Chief LaRoche went on to explain that by having automatic back-up, the Town would remove the battery back-ups for EXIT signage, as well as numerous Emergency Lights from the cost. Mr. Glassett made a motion to approve Change Order PO #006 for added electric panels for the generator in the amount of \$5,157.75. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Town Administrator's Report:**

Ms. Goodwin reported on the following:

*Employee/Department Updates:*

*Fire Department:*

Existing building damage to the Fire Department has been provided to Primex. The Town has not received payment yet but has been notified that the amount appears to be \$4,493.10. After the repair is complete, if the costs are exceeded, the Town can claim an additional \$325.39, like the Highway shed depreciation claim.

The Jeep Bill of Sale was finalized on August 30, 2023.

*Highway Department:*

The phone issues at the Highway Department and Transfer Station are still being worked on. A phone has been located for the Transfer Station buildings. The Town is working with TSE to address this issue.

Research is being done on Green Street on deeds/easements.

The repairs for Upper Birch Road are complete and paving/shimming has begun this week for Baker Street and Bristol Hill Road.

Nothing new to report on the Street Lighting. The Town has received some closeout information but is still working on reporting outages and repairs process.

Ms. Goodwin and Mr. Bucklin visited Jeffers Road, Remick Road and Schaeffer Road, so that they could see the reported encroachment issues, the road conditions, and understand these areas when discussed. Ms. Goodwin also witnessed firsthand how difficult it can be to manipulate an F550 and a six-wheeler in two of these locations. She has asked for a Work Session with the Highway Department Superintendent and the Board to discuss these locations.

*Police Department:*

K-9 Arro visited the vet on August 29, 2023. During the exam, they found that one of the broken teeth could not be repaired or replaced and found another cracked tooth. Arro had two teeth pulled and a root canal on a third tooth. He goes back two weeks from the visit for the cap to be installed. Arro cannot eat hard or tough food for 14 days after the surgery. It is anticipated that it will be 4-6 weeks restrictions on bite work but that is not determined, yet. The Town has submitted the information to Primex and will update the portion Primex will pay for. There have been donations as well.

The Outside Call Box has been ordered. Once the phone is received, it will be installed. Anticipate approximately 2-3 weeks at the latest.

The Police Department's newest cruiser was received; however, the outfitting has received continued delays. The Police Department has been assured that the vehicle will be ready next week.

There are no current candidates for the Police Officer, open position. The Police Department will advertise in a Facebook group for officers and will work on getting more candidates.

A continued discussion from the Board's August 3, 2023, meeting on lowering the speed limit on New Chester Road took place. Ms. Goodwin stated that she and Chief Bean had discussed working on a traffic study for New Chester Mountain Road in the next two weeks. However, the usage of the road (summer camp/residences) is lowered now, and they believe that the study will be skewed by the timing. The Board agreed to move forward with the study as proposed.

*Water/Sewer Department:*

Mr. Maggio has called the Town regarding the Batten Road water pressure issue matter again. He has not contacted a plumber and feels that the Town is not working to address the real issue. Ms. Goodwin has scheduled a conference call with Mr. Chartier, Mr. Maggio, and herself for next week. Pending that conversation, Mr. Maggio will most likely visit the September 21, 2023, Select Board meeting.

*Assessing / Land Use Department:*

The enforcement training was rescheduled due to some conflicts in scheduling. The training will be rescheduled for after September 17, 2023. Once the date is confirmed Board members will be invited.

The Sheriff's Orders are being worked on for the South Main Street property. The Town will be proceeding with service in the next few weeks to the owner and interested parties.

NHDES met with the property owner of Hall Road on August 24, 2023, and has issued stipulations for the property owner to address. The Town previously determined that there would be no further enforcement on the Town's part and the Board agreed that regardless of the stipulations by NHDES, this decision will continue.

*Executive Department:*

The End of Summer BBQ/Training is set for September 28, 2023, from 11:00am to 4:00pm at the Historic Town Hall. The tentative schedule is 11:00-12:00 games/fun, 12:00-1:00 lunch, 1:00-2:00 Collision Avoidance training, 2:00-2:30 Break with a special game, 3:00-4:00 first aid/AED training. Logistics are being fine-tuned.

Some employees have received notification that a third-party vendor of the New Hampshire Retirement System (NHRS) was hacked in May and vital information may have been released. Not all employees will receive notification, as this is supposed to only impact retirees and those who are receiving a pension benefit as a beneficiary. Any party that was affected can apply for free protection and the letter provides information on what to do.

The beach water was tested again on August 22, 2023, and the test results were good.

The Town is continuing the training on the MRI Software changes and should have all Department Head's, most Administrative Assistants and seconds in command trained in the next 2 weeks. The Town will also use the Budget Module for this budget season.

*September Appreciation:*

Employee Recognition for September will be posted online and on Facebook by Friday, September 8, 2023. The Town has one Anniversary Date for September, Harold Boehmer, Crossing Guard for the Police Department. As of the end of September, Mr. Boehmer will have worked for the Town of Bristol for 21 years.

Nothing new to report on the status of the Eversource Make Ready billing.

Constellation Energy has supplied the Town with an update for energy futures. The market is as volatile as we head into the off-peak fall months. They hope the market will drop again before winter starts to arrive.

*Open Positions:*

Cemetery Trustees – The Select Board is accepting applications for any interested candidates for one (1) open Trustee position. The submission timeline has been extended to the end of September.

Library Director –Full-Time – no news on a candidate. Ms. Davis has been asked by the Trustees to stay on as Interim part-time to cover until the new candidate is hired, and up and running.

Transfer Station Attendant – Part-Time – Interviews are being conducted over the next few weeks with hopes of a viable candidate.

*Events:*

2023 Old Home Day was a huge success. A thank you list for all the wonderful volunteers and a thank you letter from one of the vendors was read and shared.

*Communications:*

The Wetland Permit Application, for heavy rains during June, that caused the beach access road and lower beach area in Camelot Acres to erode into the lakefront was submitted. Camelot Acres received emergency authorization to repair but removed the sediment from the beach area prior to this application being submitted. They are now requesting after-the-fact permission to dredge the impacted lakefront areas.

**Select Board Items:** Ms. Dion let committees know that the Event Brochure will be completed by September 11 or 12. So anyone wanting their events in the brochure should contact her before the deadline.

Mr. Brown reported that he received a complaint from a Bristol citizen that they were not clean and needed to shower and clean their dog after going into the Lake. Mr. Brown has visited the Lake, has taken pictures, and reported he did not smell anything. Ms. Goodwin reminded the Board that the water testing the Town has done this summer came back with no evidence that would support this claim.

Mr. Glassett would like to expand the Bristol Fireworks Event and have Newfound Community people become involved. Mr. Glassett thought with other communities involved they would help finance the event.

Mr. Sanschagrin was approached by someone from the Farmer's Market questioning him about the work the Town was going to do at the site. Ms. Goodwin let him know that no work was planned at the site, and she would reach out to this individual. All agreed the area discussed has potential. Mr. Sanschagrin also questioned a book and content that a parent reported that their 3-year-old checked out of the Minot-Sleeper Library.

Mr. Lagueux pointed out an issue with the Town's webpage when an individual visits the website looking for a meeting agenda for the Planning Board or Zoning Board.

**Public Comments:** Mr. Caldwell does not believe that taxpayers should be paying for the Fireworks event because parking is limited to the event and the event is prepared for a more specific group of spectators. He recommended donations to pay for the event. Mr. Caldwell believes the Community Power Coalition of New Hampshire is a positive endeavor. He also questioned if Comp Time is eliminated from the Personnel Policy the amount of Overtime that would be needed to cover the removal of Comp Time.

Ms. Dion made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a), (b), (c), and (d) the motion was seconded by Mr. Glassett. Roll call vote to enter nonpublic session: Mr. Lagueux, yes; Mr. Glassett, yes; Ms. Dion, yes; Mr. Brown, yes; Mr. Sanschagrín, yes. The motion passed 5-0-0. Nonpublic session entered at 10:07pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Brown. Motion was seconded by Mr. Sanschagrín. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 10:40pm.

Mr. Brown made a motion to indefinitely seal the nonpublic meeting minutes from the Board's second nonpublic session on September 7, 2023, because it is determined divulgence of this information likely would render a proposed action ineffective. The motion was seconded by Ms. Dion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Dion made a motion to adjourn the meeting at 10:46pm, seconded by Mr. Brown. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah A. Clarke-Tivey

## Consent Agenda 9-7-23

1. Accounts Payable Payment Manifest dated 8/24/23.
2. Accounts Payable Payment Manifest dated 8/31/23.
3. Accounts Payable Payment Manifest dated 9/7/23.
4. Payroll Payment Manifest dated 8/31/23.
5. Distribution of Funds from the Sewer Capital Reserve in the amount  
\$6,713.96
6. Distribution of Funds from the Building Maintenance Fund in the amount of  
\$1,157.85
7. Distribution of Funds from the Building Maintenance Fund in the amount of  
\$408.54
8. Distribution of Funds from the Revaluation Capital Reserve Fund in the  
amount of \$11,819.00
9. Approval of new Veteran's Credit for 2024 for Map/Lot #217-028 in the  
amount of \$500.00
10. Approval of new Veteran's Credit for 2024 for Map/Lot #104-064 in the  
amount of \$500.00
11. Approval of update of Trust to Veteran's Credit for Map/Lot #222-023
12. Approval of update of Trust to Veteran's Credit for Map/Lot #205-028
13. Approval of update of Trust to Veteran's Credit for Map/Lot #113-029
14. Approval of Table Liquor License Letter for Bailey Caristi for Bristol Botanist